

Section 2. Terms of Reference

For

Selection of Individual Consultant

Job #	N/A
Job Title	Sr. Procurement Consultant (SPC)
Number of Positions	01
Location	Dhaka, Bangladesh
Appointment	Local Hire
Job Posted	TBA
Closing Date	TBA
Language	Bangla [Essential]; English [Essential]
Appointment Type	Time-Based. Duration: 12 months (Subject to project's validity period. Further extension is subject to the performance of the incumbent and availability of fund)

Background of the Project:

The Aspire to Innovate (a2i) Programme builds on the Government of Bangladesh's efforts to introduce a citizen-centric culture of innovation in civil service to improve service delivery and make services more inclusive, affordable, reliable, and easier to access. This project will provide support to establish institutional mechanisms and improve accountability to accelerate SDG achievements in Bangladesh.

This project will have three components:

1. Institutionalizing Public Service Innovation and Improving Accountability
2. Catalyzing Digital Financial Services and Fintech Innovations
3. Incubating Private Sector-enabled Public Service Innovation

Background of the assignment:

The visionary landscape of Aspire to Innovate (a2i) Programme positions it at the forefront of transformative initiatives. This strategic vision not only catalyzes a2i's current endeavors but also propels them to evolve further, ensuring citizens obtain the full benefits of innovative services. Recognizing the pivotal role of procurement, a2i places a strong focus on strategic procurement of goods, works and services.

The primary goal of this assignment is to establish a robust procurement management system and strategy aimed at realizing the project development objectives (PDO) while minimizing procurement lead time and mitigating the risk of mis-procurement. Compliance with existing procurement legislation, rules, and regulations is paramount to ensure value for money. This objective will be accomplished through meticulous document review, especially focusing on the technical aspects of tender/bidding documents. A thorough evaluation of tenders/proposals will be conducted to select suitable suppliers. Additionally, effective procurement performance Key Performance Indicators (KPIs) will be developed, and the implementation of procurement activities will be closely monitored according to an agreed-upon procurement risk mitigation plan.

Aspire to Innovate (a2i) Programme is looking for one **Sr. Procurement Consultant (SPC)** who will lead to plan and establish robust procurement strategies and management system to ensure transparency, fairness, and integrity for the project following the Government of Bangladesh (GoB) Public Procurement Rules (PPR) and e-GP guidelines.



Objectives of the assignment:

- Lead to develop procurement planning and management system for the project
- Ensure high quality, reliable and responsive procurement business services
- Introduce best practice to carry out the procurement activities of the project
- Lead to provide technical support to resource mobilization
- Ensure knowledge building and knowledge sharing
- Suggest proper procurement process and ensure documentation accordingly up to issuance of contracts
- Lead to ensure all the procurement completion of selected SIF projects as per procurement plan
- Review MoU documents and delegation of procurement with other agencies.
- Lead to draft procurement policy for new project/agency
- Lead to drafting and revise of the project procurement plan on a regular basis.
- Prepare relevant report as and when required as per stakeholders

Supervision and Performance Evaluation:

The **Sr. Procurement Consultant (SPC)** will be working with the Procurement team of the Aspire to Innovate Programme. A performance evaluation will be conducted by the project authority, a2i. After the contract period, further continuation of the contract will depend upon the satisfactory performance and availability of funds.

Scope of work, Duties and Responsibilities:

- Lead the design and development of a comprehensive procurement planning and management system tailored to the project's requirements.
- Design procurement services that meet high standards of quality, reliability, and responsiveness, ensuring they effectively support project goals and adapt to changing needs.
- Introduce and advocate for leading procurement practices to enhance efficiency, transparency, and effectiveness in all procurement activities associated with the project.
- Plan, develop and implement an administrative support framework to facilitate the smooth execution of procurement processes, ensuring timely and accurate handling of procurement documentation and logistics.
- Provide expert guidance to the resource mobilization team to optimize their performance, streamline processes, and ensure alignment with the project's procurement objectives.
- Guide the HR team in managing the procurement of Individual Consultants, ensuring compliance with procurement policies and smooth processing from the approval through contract management.
- Create and deliver training sessions and workshops to build procurement knowledge and share best practices with project team members and stakeholders.
- Lead and review procurement processes and guide to prepare documentation accordingly up to the issuance of contracts.
- Implement a robust monitoring system to track and evaluate the performance of contract holders, ensuring they meet their obligations within the agreed timelines.
- Provide assistance to procurement committees in the evaluation of proposals, ensuring that all assessments are conducted fairly and in accordance with procurement standards.



- Oversee and ensure that all procurement activities related to the selected SIF projects are completed according to the approved procurement plan and project requirements.
- Design and ensure implementation of e-GP to streamline procurement processes, enhance transparency, and facilitate efficient management of procurement activities within the project.
- Organize and lead training sessions on financial management, note writing, financial delegation, and other procurement-related topics to strengthen the skills and knowledge of project staff.
- Examine and refine Memoranda of Understanding (MoUs) and procurement delegations to ensure clear and effective procurement arrangements with external agencies.
- Plan and draft procurement policy for the agency reflecting best practices and regulatory requirements, ensuring they support the agency's strategic objectives.
- Design and ensure processes for effective contract administration, ensuring that contracts are executed efficiently and any issues are resolved promptly.
- Lead to draft, update, and finalize the procurement plan for the project, ensuring it addresses all procurement needs and aligns with project timelines and objectives.
- Design and conduct market survey to assess procurement needs, evaluate market conditions, and identify potential suppliers, ensuring informed decision-making
- Develop and present detailed procurement reports to stakeholders as needed, providing insights and updates on procurement activities, performance, and outcomes.
- Guiding requesting unit in preparation of procurement documents, including specifications and terms of reference, ensuring they meet all requirements.
- Guiding project colleagues on procurement-related issues and assisting the administrative team with financial transactions related to procurement activities.

Required Competencies:

Technical Competencies

- 1. Procurement Strategy and Policy Development**
 - Expertise in developing procurement strategies and policies that align with organizational goals and regulatory requirements.
 - Ability to implement procurement best practices, ensuring cost-effectiveness, transparency, and compliance with both local and international regulations.
- 2. Vendor Management and Contract Negotiation**
 - Proficiency in managing vendor relationships, including the evaluation, selection, and performance monitoring of suppliers.
 - Strong skills in contract negotiation, ensuring favorable terms, risk mitigation, and value-for-money procurement.
- 3. Procurement Systems and Process Optimization**
 - Advanced knowledge of procurement software and systems, with the ability to optimize processes for efficiency and accuracy.
 - Ability to ensure the smooth functioning of the procurement lifecycle, from requisition to payment, while adhering to compliance and quality standards.

Functional Competencies:

- 1. Leadership and People Management**
 - Strong leadership skills to guide and mentor the procurement team, fostering a culture of accountability and continuous improvement.
 - Ability to manage cross-functional teams and ensure collaboration between procurement, finance, and other departments.
- 2. Analytical and Decision-Making Skills**
 - Ability to analyze procurement data, market trends, and supplier performance to make informed decisions that benefit the organization.



- Proficiency in assessing procurement risks and making strategic decisions to address challenges and ensure timely delivery of goods and services.
3. **Communication and Stakeholder Engagement**
- Excellent communication skills to interact effectively with internal stakeholders, vendors, and external partners.
 - Ability to build strong relationships with key stakeholders, ensuring alignment on procurement strategies and objectives, while facilitating smooth negotiations and problem-solving.

Deliverables and Timeframe:

The assignment will be for 12 months (Subject to project’s validity period). Completed tasks under each area and activity will be as follows:

Deliverables	Timeline
<ul style="list-style-type: none"> • Lead to develop procurement management system for the project. • Lead to prepare procurement plan and update in quarterly basis. • Lead to prepare need assessment, cost estimate, tender documents, proposal documents for Goods, Works and Services. • Guide in preparation of ToR for consultancy and Specification for Goods and works • Ensure execution of all project procurements as per the yearly Procurement plan. • Design high-quality, reliable, and responsive procurement business services. • Introduce best practice to carry out the procurement activities of the project following PPA, PPR and e-GP guidelines. • Guide the resource mobilization team to improve their efficiency. • Design and conduct 06 knowledge-building and knowledge-sharing sessions. • Lead and review procurement processes and guide to prepare documentation accordingly up to the issuance of contracts. • Support procurement committees for opening and evaluating the proposals. • Ensure all the procurement completion of the projects as per the procurement plan. • Manage whole procurement cycle i.e.-need assessment to contract signing and contract management. 	<p>12 Months (Subject to project’s validity period)</p>

The incumbent will perform other related duties and responsibilities as and when required and assigned. The incumbent should function as an effective team member.

Payment: The Consultant will be paid in equal installments on a monthly basis.

Requirements for Experience and Qualifications:

I. Academic Qualifications:

- Minimum Bachelor’s degree in any subject from any reputed private/public University.



- Advanced professional qualification in procurement/ purchasing and supply chain management (e. g. MCIPS, CPSM) with updated membership.

II. Experience:

- At least 12 years of experience in national/international organizations with Bachelor's degree.
- At least 10 years of work experience working in Private/ Public sector with Master's degree.
- At least 5 years of experience in the area of Procurement.
- At least 3 years of experience in conducting procurement following PPA, PPR 2008 and e-GP guidelines.

